



**pennsylvania**

OFFICE OF OPEN RECORDS

RTK 118



**Springettsbury Township**

1501 Mt. Zion Road

York, PA 17402

(717) 757-3521 (Phone)

(717) 505-0455 (Fax)

www.springettsbury.com

**STANDARD RIGHT-TO-KNOW REQUEST FORM**

DATE REQUESTED:

6/25/12

REQUEST SUBMITTED BY:

E-MAIL

U.S. MAIL

FAX

IN-PERSON

NAME OF REQUESTOR:

John Landis

STREET ADDRESS:

CITY/STATE/COUNTY (Required):

TELEPHONE (Optional):

RECORDS REQUESTED:

*\*Provide as much specific detail as possible so the agency can identify the information.*

Work Session Minutes

DO YOU WANT COPIES?  YES or NO

DO YOU WANT TO INSPECT THE RECORDS? YES or NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

RIGHT TO KNOW OFFICER:

**JOHN J. HOLMAN, TOWNSHIP MANAGER/SECRETARY**

john.holman@springettsbury.com

DATE RECEIVED BY THE AGENCY:

6/25/12

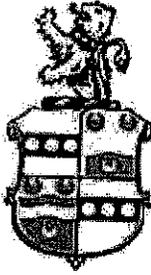
AGENCY FIVE (5)-DAY RESPONSE DUE:

07/02/12

30 Day 8/1/2012

*\*\*Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*

Questions: please contact the Office of Open Records at (717) 346-9903 or openrecords@state.pa.us



COAT OF ARMS OF SPRINGETT PENN  
1701-1731

# SPRINGETTSBURY TOWNSHIP

1501 Mt. Zion Road  
York, Pennsylvania 17402  
717-757-3521 Fax: 717-757-7856  
www.springettsbury.com  
email: info@springettsbury.com

Police: 717-757-3525 Fax: 717-840-1008  
Police and Fire Emergencies - Dial 911  
Recreation Office: 717-805-0408

Wastewater Treatment Facility  
3501 North Sherman Street  
717-757-3521 Fax: 717-840-0650

RTK-118

## BOARD OF SUPERVISORS

William H. Schenck, III  
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Vice Chairman

Michael R. Bowman  
Assistant Secretary/Treasurer

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## TOWNSHIP MANAGER

John J. Holman  
Secretary/Treasurer

June 29, 2012

Ms. Julie Landis  
3360 Druck Valley Rd.  
York, PA 17406

Re: **RIGHT-TO-KNOW REQUEST**

Dear Ms. Landis,

Springettsbury Township received your request "to obtain the tape from the above referenced meeting held on June 21, 2012 at 5:30pm."

Your request is approved. The cost of the electronic files is \$0.28 cents for the CD and \$0.39 cents for the CD case for a total cost of \$0.67 cents.

The documents can be picked up or mailed upon receipt of payment to Springettsbury Township. You may contact Mrs. Dori Bowders, Manager of Administrative Operations, at 717-757-3521 to schedule a time to inspect the documents.

Please be advised that this correspondence will serve to close this record with our office as permitted by law.

If you have any questions please do not hesitate to contact me.

Very truly yours,

John J. Holman, ICMA-CM  
Township Manager

/jhb

cc: Charles Rausch, Township Solicitor  
James Baugh, Community Development Director  
File: Right-to-Know